

LAB INTERN OPPORTUNITY



THE UNITED STATES
PRETRIAL SERVICES AGENCY
SOUTHERN DISTRICT OF CALIFORNIA

Internship Opportunity
within Pretrial Services Drug Testing Laboratory

Position Overview

The United States Pretrial Services Agency for the Southern District of California is seeking an intern for the Drug Laboratory in the San Diego Office. The intern must currently be enrolled in a baccalaureate or graduate program in a Sciences Major/Minor at an accredited college or university. The intern provides support and services to a high volume regional Drug Testing Laboratory. The number of hours to be worked will be dependent upon an individual's class schedule.

Representative Duties:

- Unpacking urine specimens
- Assembling and sending samples to satellite vendor sites
- Data Entry
- Sending confirmation samples to national laboratory
- Transport specimens from courthouse to laboratory
- Reconcile results from national laboratory with local laboratory results
- Other duties as assigned

Requirements/Qualifications

- Must presently be participating in a baccalaureate or graduate program in the Sciences Major/Minor of an accredited college or university.
- Must be a legal resident of the United States.
- Must not use illegal drugs or abuse alcohol.
- Must undergo a criminal history check, background investigation, and be approved by the Chief U.S. Pretrial Services Officer.
- Must have professional office attire.

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Benefits

Benefits do not accompany this voluntary position.

Information for Applicants

This position is re-evaluated every semester to determine need and to ensure incumbent is participating in a baccalaureate or graduate program as required.

The U.S. Pretrial Services Agency will not pay for travel expenses incurred to participate in the interview process.

All interns are required to adhere to a Code of Ethics and Conduct.

Application Procedure

Applicants must submit an intern application which can be found at www.caspt.uscourts.gov. Once completed, the application may either be mailed to U.S. Pretrial Services, Attn: Boris Ilic, Internship Coordinator or submitted electronically via email to Boris_Ilic@caspt.uscourts.gov.

The United States Pretrial Services Office is an Equal Opportunity Employer